

# Model Exam

# 1

**1 Choose the correct answer:**

- The ..... program is used to perform simple formulas.  
a. Excel                                      b. Zoom                                      c. Word
- ..... is sending a fake message via email or social media that looks real.  
a. Smishing                                      b. Phishing                                      c. Virus
- A ..... is someone who tries to get the bank account of an adult in order to steal their money.  
a. hacker                                      b. family member                                      c. teacher
- ..... provides at least two ways of identifying yourself.  
a. Multi-factor authentication                                      b. Password manager                                      c. Antivirus
- Phishing messages can be identified by containing ..... .  
a. trusted information                                      b. spelling errors                                      c. a and b
- The ..... is more secure network used to share information in a closed network  
a. Intranet                                      b. Internet                                      c. none of them
- ..... is to make another copy of your work to keep it safe.  
a. Copyright                                      b. Back up                                      c. Save

2 Put (✓) or (X):

- 1 You can add or subtract any data using Microsoft Excel. ( )
- 2 Password Manger is used to create strong passwords. ( )
- 3 You shouldn't register on a website that asks for a lot of personal information. ( )
- 4 The Internet is used to share over the web and it is more secure. ( )
- 5 Some apps and software programs can back up data automatically. ( )
- 6 Data-stealing software may ask you to enter your bank account details. ( )
- 7 Smishing is sending a message via email that looks real but isn't. ( )
- 8 MFA is an abbreviation for Multi-Factor Authentication. ( )

## Model Exam

2

### 1 Choose the correct answer:

- 1 Hackers can get your password by .....  
 a. smishing                      b. phishing                      c. a and b
- 2 Using ..... passwords for different sites keeps your information safe.  
 a. the same                      b. weak                      c. different
- 3 Cell B12 in Excel is located at column ..... and row ..... consequently.  
 a. B,12                      b. 12,B                      c. B1,2
- 4 ..... tells you if one of your passwords has been stolen online.  
 a. Multi-factor authentication  
 b. Password Manager                      c. Antivirus
- 5 The Internet is a/an ..... network.  
 a. open                      b. closed                      c. a and b
- 6 The hard disk has usually ..... space than the flash memory.  
 a. more                      b. the same                      c. the opposite
- 7 The left side of rows in Excel is labeled with .....  
 a. numbers                      b. letters                      c. a and b

### 2 Put (✓) or (X):

- 1 You can share your passwords with anyone. ( )
- 2 The cell in the Excel program can contain only numbers. ( )
- 3 Smishing is sending a scam message via text message instead of an email. ( )
- 4 Hackers use the Internet to break into a computer system. ( )
- 5 Phishing is one of the ways that hackers use to get your passwords. ( )
- 6 Multi-factor authentication requires one way of identifying yourself. ( )
- 7 A hacker can send a virus to all contacts in your email account. ( )
- 8 You cannot create backup copies of files. ( )

# Model Exam

## 3

### 1 Choose the correct answer:

- 1 To create a formula in Excel, type ..... in the cell.  
 a. +                                      b. /                                      c. =
- 2 You can protect your files from viruses or loss by creating .....  
 a. device shutdown              b. backups                              c. personal data
- 3 Smishing is the same thing as phishing, but it is sent by .....  
 a. email                                      b. text message              c. Facebook
- 4 Sharing information via the Internet is considered ..... than the Intranet.  
 a. unreliable                              b. less secure                              c. more secure
- 5 Passwords must be ..... for each account you register on.  
 a. similar                                      b. weak                                      c. different
- 6 Passwords can be strengthened using .....  
 a. multi-factor authentication              b. antivirus                                      c. browsers
- 7 One of the accessories that you can use to save your files securely is the .....  
 a. external hard disk              b. drone                                      c. camera

### 2 Put (✓) or (X):

- 1 Row titles in Excel are labeled with numbers. ( )
- 2 Phishing messages cannot be recognized. ( )
- 3 Hackers can use the bank account number to take money from that account. ( )
- 4 MFA allows hackers to access your accounts easily. ( )
- 5 You can arrange data alphabetically in Excel using the "Sort" property. ( )
- 6 Hard disks always have less space than flash memory. ( )
- 7 Password Manager provides at least two ways of identifying yourself. ( )
- 8 An antivirus helps you keep your personal data safe. ( )

# Model Exam

## 4

### 1 Choose the correct answer:

- 1 The tops of columns in Excel are labeled with ..... .  
 a. numbers                      b. letters                      c. a and b
- 2 ..... use the Internet to break into your computer to steal your information.  
 a. Programmers                      b. Hackers                      c. Thieves
- 3 You should backup your data stored on a device from ..... .  
 a. viruses                      b. human errors                      c. a and b
- 4 To add the values of cells in columns A, B, and C from row 4, the formula is ..... .  
 a. C4+B4+A4                      b. A4-B4-C4                      c. A4+B4-C4
- 5 A text message encourages you to act quickly is a type of ..... .  
 a. phishing                      b. smishing                      c. e-mail
- 6 ..... is considered a strong password.  
 a. pony123                      b. ictbook895                      c. lct@258#pa
- 7 When you open a phishing file, data-stealing software is ..... on your PC.  
 a. updated                      b. deleted                      c. installed
- 8 To arrange information alphabetically in Excel, go to the Toolbar, Data Tab, then click on ..... .  
 a. Layout                      b. Format                      c. Sort

### 2 Put (✓) or (X):

- 1 The Internet is more secure and private than the Intranet. ( )
- 2 You should limit the personal information you share online. ( )
- 3 Phishing messages are free from grammar errors. ( )
- 4 Hybrid back up is a safer way to back up and store files. ( )
- 5 Using antivirus programs on your devices is not recommended. ( )
- 6 You can subtract two numbers in Excel using the operator "-". ( )
- 7 A type of phishing is a message tells you that you have won a prize, but you have to give personal details. ( )

# Model Exam

## 5

### 1 Choose the correct answer:

- 1 When arranging information alphabetically in Excel, go to the .....  
 a. Copying Bar                      b. Toolbar                      c. Cells Bar
- 2 You can create backups of your files on .....  
 a. flash memory                      b. external hard disk  
 c. a and b
- 3 The one who steal your personal information is named a .....  
 a. thief                      b. photographer                      c. hacker
- 4 The operator ..... is used in Excel to perform division.  
 a. \*                      b. /                      c. +
- 5 ..... includes your name, address, date of birth, and your passwords.  
 a. PII                      b. Phishing                      c. PC
- 6 One of the forms of ..... is a message on Facebook that encourages you to act quickly.  
 a. phishing                      b. update                      c. safety tips
- 7 The name of ..... in Excel is a combination of letters and numbers.  
 a. columns                      b. cells                      c. letters

### 2 Put (✓) or (X):

- 1 You can share information using the Intranet or the Internet. (    )
- 2 Strong passwords contain only letters and numbers. (    )
- 3 You should update your devices regularly. (    )
- 4 Antivirus software mustn't be installed on your computer. (    )
- 5 Phishing messages are sent to your email address. (    )
- 6 MFA creates a strong different password for each of your accounts. (    )
- 7 The symbol "=" is used to create a formula in Excel. (    )
- 8 Phishing messages can be identified by misspelled words or grammar errors. (    )

# Answers

## Model Exam 1

1	1 a	2 b	3 a	4 a
	5 b	6 a	7 b	
2	1 ✓	2 ✓	3 ✓	4 ✗
	5 ✓	6 ✓	7 ✗	8 ✓

## Model Exam 2

1	1 C	2 c	3 a	4 b
	5 a	6 a	7 a	
2	1 ✗	2 ✗	3 ✓	4 ✓
	5 ✓	6 ✗	7 ✓	8 ✗

## Model Exam 3

1	1 c	2 b	3 b	4 b
	5 c	6 a	7 a	
2	1 ✓	2 ✗	3 ✓	4 ✗
	5 ✓	6 ✗	7 ✗	8 ✓

## Model Exam 4

1	1 b	2 b	3 c	4 a
	5 b	6 c	7 c	8 c
2	1 ✗	2 ✓	3 ✗	4 ✓
	5 ✗	6 ✓	7 ✓	

## Model Exam 5

1	1 b	2 c	3 c	4 b
	5 a	6 a	7 b	
2	1 ✓	2 ✗	3 ✓	4 ✗
	5 ✓	6 ✗	7 ✓	8 ✓